Program 786 - City Liability and Property Administration

Program Performance Statement

To protect the assets of the City and its constituents through a comprehensive liability and insurance program (self-insured and pooled risk) that assures appropriate insurance coverage in the event of loss, by:

  -Managing the self-funded property and liability program, including the investigation and processing of claims in compliance with State law and City policy,
   -Representing the City in Small Claims Court actions,
   -Proactively managing the purchase of appropriate insurance, including employee bonds and theft policies, property coverage, boiler and machinery coverage, to ensure that policies are cost-effective and meet the needs of the organization,
   -Ensuring appropriate loss recovery in the event of City property damage,
   -Proactively identifying and coordinating the reduction of potential liability exposures,
   -Providing City departments with advice on exposure reduction,
   -Coordinating review of citizen complaints relating to potential liability exposures with responsible departments,
   -Coordinating the mitigation of identified liability exposures with responsible departments,
   -Coordinating and managing all activities required to maintain membership in a joint powers insurance risk pool, including preparation of financial reports, maintaining claims logs, and attend required meetings, and
   -Assisting City departments with contract reviews and insurance compliance.

Notes

Program 786 - City Liability and Property Administration

Program Measures	Priority	2006/2007 Adopted	2007/2008 Adopted
Quality			
* The City performs all necessary activities to maintain its membership in the joint powers insurance risk pool (JPA).	C		
- Membership is Maintained in the JPA		**100.00%**	**100.00%**
Productivity			
* Claims are investigated, administered, and adjusted or denied within established timeframes.	C		
- Percent of Claims Investigated/Adjusted/Denied within Established Timeframes		**90.00%**	**90.00%**
- Number of Claims		30.00	30.00
* Insurance contracts are reviewed and renewed/implemented in a timely manner.	I		
- Percent of Contracts Implemented/Renewed On Time		**85.00%**	**85.00%**
- Number of Contracts		10.00	10.00
* Responsible departments are notified of liability exposures within five (5) business days of being identified to ensure appropriate mitigation.	I		
- Percent Notified within Five Business Days of Identification		**100.00%**	**100.00%**
- Number of Liability Exposures Identified		10.00	10.00
Cost Effectiveness			
* The cost of managing investigations and claims will be less than or equal to the planned cost.	I		
- Cost Per Claim Investigated		**$2,046**	**$2,105**
Financial			
* Actual total expenditures for City Liability and Property Administration will not exceed planned program expenditures.	C		
- Total Program Expenditures		**$1,151,833**	**$1,174,908**

Priority Legend
 M: Mandatory
 C: Council Highest Priority
 I: Important
 D: Desirable

Program 786 - City Liability and Property Administration

Service Delivery Plan 78601 - Self-Funded Property and Liability Program

Manage the self-funded property and liability program in compliance with State law and City policy, by:

   -Maintaining the City's joint powers insurance pool membership (JPA),
   -Investigating claims in a timely and effective manner,
   -Administering and adjusting claims,
   -Representing the City in Small Claims Court actions,
   -Managing the purchase of appropriate insurance, including employee bonds and theft policies, property coverage, boiler and machinery coverage, to ensure that the City obtains the most cost-effective policies,
   -Ensuring appropriate loss recovery in the event of City property damage,
   -Providing clear, timely, and accurate information to customers,
   -Proactively identifying and coordinating the reduction of potential liability exposures, and
   -Coordinating the mitigation of identified liability exposures with responsible departments.

<u>Notes</u>

City of Sunnyvale
Program Performance Budget

Program 786 - City Liability and Property Administration

Service Delivery Plan 78601 - Self-Funded Property and Liability Program

	2006/2007 Adopted	2007/2008 Adopted
Activity 786100 - Claims Investigation, Processing and Oversight		
Product: A Claim Investigated		
Costs:	$61,382	$63,142
Products:	30	30
Work Hours:	700	700
Product Cost:	$2,046.06	$2,104.74
Work Hours/Product:	23.33	23.33
Activity 786110 - Claims Liability Settled		
Product: A Claim Settled		
Costs:	$274,050	$279,531
Products:	15	15
Work Hours:	0	0
Product Cost:	$18,270.00	$18,635.40
Work Hours/Product:	0.00	0.00
Activity 786160 - Liability Exposure Reduction/Mitigation		
Product: An Identified Potential Exposure		
Costs:	$27,203	$27,597
Products:	100	100
Work Hours:	400	400
Product Cost:	$272.03	$275.97
Work Hours/Product:	4.00	4.00

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City of Sunnyvale
Program Performance Budget

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Program 786 - City Liability and Property Administration

Service Delivery Plan 78601 - Self-Funded Property and Liability Program

	2006/2007 Adopted	2007/2008 Adopted
Activity 786170 - Provide Excess Liability Insurance		
Product: An Annual Membership		
Costs:	$564,659	$575,920
Products:	1	1
Work Hours:	80	80
Product Cost:	$564,658.93	$575,919.94
Work Hours/Product:	80.00	80.00
Activity 786180 - Provide Property Fire Liability Insurance		
Product: An Annual Membership		
Costs:	$208,730	$212,901
Products:	3	3
Work Hours:	10	10
Product Cost:	$69,576.70	$70,966.89
Work Hours/Product:	3.33	3.33
Activity 786190 - Provide Fidelity Bond Insurance		
Product: A Bond Insurance		
Costs:	$15,809	$15,818
Products:	6	6
Work Hours:	10	10
Product Cost:	$2,634.85	$2,636.36
Work Hours/Product:	1.67	1.67

Totals for Service Delivery Plan 78601 - Self-Funded Property and Liability Program

	2006/2007	2007/2008
Costs:	**$1,151,833**	**$1,174,908**
Hours:	**1,200**	**1,200**

Program 786 - City Liability and Property Administration

Totals for Program 786	**Costs:**	**$1,151,833**	**$1,174,908**
	Hours:	**1,200**	**1,200**